

# Memorandum

**To:** All Teale Customers

**Date:** May 29, 2003

**From:** Stephen P. Teale Data Center

**Subject:** Information Technology Security

On May 13, 2003, the Department of Finance issued the advisory Budget Letter 03-11 to point out some key policy elements and operational practices that are important components of every department's information security program relative to:

- Technology upgrades
- Security patches and security upgrades
- Firewall configuration
- Server configuration
- Server hardening

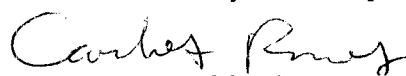
In addition to the Budget Letter 03-11 policy elements, it is essential that departments have practices in place that support and follow those policies. Budget Letter 03-11 lists and describes the policies and practices that should be in place. You may obtain a full copy of this budget letter at: <http://www.dof.ca.gov/html/budlettr/BL03-11.pdf>. Teale Data Center advises its customers to review their existing policies and practices and, if needed, make the required changes to their security program.

In an effort to enhance security and protect all of our customer's critical systems, the Teale Data Center has recently revised its standard Interagency Agreement with all customers to include a certification from each department's Information Security Officer that the following security measures are in place whenever applicable.

- A. Any network used by a customer to connect to Teale information resources will be protected by at least one firewall system properly situated to examine traffic between the network and each external network entry point.
- B. Physical access to network components, servers, and data storage components used in conjunction with access to Teale Data Center information resources should be limited to the appropriate designated staff that implement and maintain the components.
- C. Access to system functions and processes under Teale Data Center's custody that can affect the availability, functionality or security of departmental information or information resources should be restricted to those individuals who require that access in order to perform duties essential to the operation and maintenance or use of that system.

This new certification will be required for all newly executed or renewal of Interagency Agreements during and after the start of the 2003-04 fiscal year.

If you have any questions or need additional information, please contact Bill Howe, Teale's Chief Information Security Officer at [916] 464-3672.



**CARLOS RAMOS**, Director

Teale Data Center